

RECORDS MANAGEMENT WORKSHOPS

<u>Title</u>	<u>Date Held</u>	<u>Attendance</u>				<u>Others</u>
		DDS & DCI	DDI	DDP		
Subject Numeric Filing* (9 Workshops)	Oct-Dec '59	38	38	50		
	May '60	40	44	104		
	Jan '61	32	46	49	2 State 2 Archives	
		110	128	203	4	
						Total 445
Shelf Filing (6 Workshops)	Apr '61	55	36	42	5 Archives	
						Total 138
Records Center (8 Workshops)	Sep '61 thru Feb '62	77	127	40	89 Interim Assignment Pool	
						Total 333
Forms Improvement (2 Workshops)	Oct '61	26	5	26		
						Total 57
Vital Records** (3 Workshops)	May '62	38	29	30		
						Total 97

Preparations are underway for workshops in:

Records Disposition
Forms Improvement, and
Mail Management

* Subject-Numeric Filing is currently taught by Office of Training as part of the Orientation Program for the Interim Assignment Group.

Preparation of correspondence and basic correspondence procedures is also a part of the Office of Training Orientation Program for the Interim Assignment Group.

** Requests for two additional workshops have been received. These will be scheduled for special groups.